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Memorandum

TO : Director of Training

DATE: 30 January 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 4
22 - 28 January 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. On Tuesday afternoon, 21 January, I attended a lengthy meeting of the Committee for Interagency Training at the CSC Building. The meeting was scheduled for three hours -- with a generous interlude allowed for a coffee break and leisurely visit of class facilities. Once we got under way enough questions and counter-proposals were generated so as to all but eliminate the coffee break. Ultimately, we ran considerably over-time. It was encouraging to see an increase in two-way communication among those present; heretofore, we've been a captive audience of CSC's Office of Career Development. Chiefly discussed were:

1. The procrastination of CSC officials in carrying out promised improvements in the physical facilities of the so-called Executive program at Kings Point, and

2. The generally favorable acceptance by all of CSC's decision to register for all CSC courses by means of a nomination card. Hereafter, neither letters of nomination nor of transmittal will be necessary. On the other hand, training personnel in particular were quite critical of CSC's requiring so much unnecessary personnel data on the proposed nominating form. The GSA representative volunteered the services of GSA specialists in form design to aid CSC, whereupon the Agricultural representative also criticized the GSA Institute for asking for data differing from CSC's requirement. Nothing was thrown, but many words were tossed around during the healthy disagreeing.

Earlier in the day I attended, in lieu of [REDACTED] a unique presentation at the Office of Education Visual Aids Center. The novel feature involved training in, and learning of, a technical manual through the aid of tape-recorded instructions. Its originator, from the Bureau of Naval Weapons, interrupted the tape freely to answer questions or to clarify doubts. I witnessed

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NO CHANGE IN CLASS. ☐

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learning taking place, for I was a part of it. Notwithstanding my skepticism, I learned. I know that I learned more quickly than by self-teaching, or by the lecture method; I am reasonably certain I would retain as much or more by the reportedly "new" method of instruction. The key to it is that for mastery of any difficult text the sound of instruction strengthens the learning without the distraction of an instructor or a competing visual aid. Further, learners more freely ask questions in the absence of an authoritative figure as instructor. There is possible application for some of our training, but only after we attain a training manual status. Another significant benefit of the tape approach is that it can be readily reproduced and simultaneous training can be given to many different groups. In a time of emergency hot-war increase in training requirements we might want to definitely consider this.

In between the times of the two meetings reported above, I dropped in at HEW and attended an assembly of about 200 staff members from the Office of Education who had been gathered in the auditorium to hear Dr. Logan Wilson, President of The American Council on Education address them on the general theme of "The Organization of Higher Education." Dr. Wilson, a former Texas University President, likened present-day organization at some universities to that of a simple oil-digging machine -- to which were added so many improved and modern parts (each requiring lubrication) that ultimately the machine consumed all the oil it produced!

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B. [REDACTED] called me about the possibility of his being sponsored for a course in educational psychology or curriculum materials which would aid him in his present position. I have since ascertained that he followed my suggestion to refer the request through DTR for career approval.

C. All formal invitations received for Agency representation in Senior Officer Courses during the 1964-65 academic year have been acknowledged. Within the past week letters expressing intent to fill quotas reserved for CIA were sent from DTR to:

National War College
Industrial College of the Armed Forces
Air War College

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D. [REDACTED] ST Careerist returning for duty with the JOTP, reported to the Registrar Staff on 27 January and was given a briefing by [REDACTED] on the organization and activities of the Office of Training.

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